

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, SEPTEMBER 27, 2017

1. Call to Order and Roll Call:

President Janis Bosenko called the meeting to order at 7:32 p.m.
Other board Members present: Directors Roger Gainer, Tania Kennedy, and Marc Nash.
Board Members absent: Todd Gates
Staff present: Manager Bill Hansell.

2. Adoption of the Agenda:

Motion: To adopt the agenda as presented.
Moved: Gainer, seconded by Kennedy.
Vote: Ayes: Unanimous

3. Oath of Office Proceedings - The Oath of Office for Director Marc Nash was administered by President Bosenko.

4. Visitors to the Meeting and Open Time for Public Expression:

No visitors attended the meeting.

5. Consent Calendar:

- a. Minutes of the Meetings of 08/23/17 and 08/29/17.
- b. Financial Report for August 2017 and September 2017 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$309,762.87 after adjusting for all revenues and warrants cleared or not cleared by the meeting date. After payment of the proposed warrants and application of deposits, it will have a balance of \$310,803.98 (not incl. any pending tax revenue.) The Reserve Fund has a balance of \$217,307.50. The most recent Personnel Payment account balance is \$3,535.62. The following warrants were included for approval:

Warrants to be issued:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00146	Alto Sanitary District	Personnel Payment Account	5,000.00
00147	Bill Hansell	Office copies, ink	42.88
00148	AT&T	Office Telephone 41538836960732	102.24
00149	Consumer Cellular	Cell Phone Acct #102040632	21.77
00150	Roto-Rooter Plumbers	USA work	981.00
00151	Roto-Rooter Plumbers	Unscheduled Services (38 Shell Rd)	460.00
00152	Nute Engineering	CIP Engineering	2,314.50
00153	Nute Engineering	Reporting (EDU)	531.50
00154	Nute Engineering	Lateral Oversight	2,631.00
		Total Warrants:	12,084.89

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Motion: To approve the Consent Calendar, as submitted.
Moved: Gainer, seconded by Kennedy
Vote: Ayes: Unanimous

6. New Business:

- a. Capital Improvement Project FY2016-17 – Progress Update:
Hansell explained that although the work has been substantially completed the contractor has not delivered all the final materials and requirements of the contract. Hansell conveyed the correspondence from Nute listing the deliverables that are still due. Apparently, the contractor has been overwhelmed by other projects. Hansell noted potential breaches in the contract given the delays including missed delivery deadlines for the CCTV review of the work among other things. Hansell asked Nute to draft a Liquidated Damages letter and requested consent to forward it. The board agreed. Gainer emphasized that the District has to comply with the letter of the law for contracts. Bosenko noted that contractor should be aware that the District will be doing future projects so they should feel incentivized to complete this.

- b. Properties Requiring Sewer Lateral Inspections/Repairs – Progress Update:
Hansell did not have a revised list to present but currently 18 permits have been issued or are pending. Additionally, 12 Notices to Repair have been issued without moving into permit status, and another +/-9 that also need further attention. Hansell is working his way through the easier properties to address and looking to County Counsel for legal advice on more difficult ones. He reviewed the owner communication process and the different options for non-compliance. He said that Counsel would like to have further discussions prior to any extreme action. Gainer asked Counsel to explain if the board should be involved personally with neighbors. Hansell noted that progress is being made but it can be slow and time-consuming.

- c. Public Outreach for Alto Sanitary District Issues: Gainer reviewed the concerns about hazardous and inappropriate waste getting into the sewer system. The board discussed the best way to get the word out but agreed that the information content needs to be refined. Bosenko asked about contacting realtors and/or the realtors’ association. Hansell agreed that would be helpful and explained some recent experience with properties that were not inspected due to poor realtor education/follow-up with their clients. Gainer asked about holding the realtors responsible. Hansell reminded the board that he had checked on that with Counsel but would be happy to check again. Given all the questions, a sub-committee to review and make recommendations to the board was created. Directors Kennedy and Nash were assigned as board members. Gainer said he would forward any of his past info on the subject to the committee.

7. Manager’s Report:

The written report was reviewed. Hansell reviewed his additional hours due to special project work on the laterals. Separately, there are additional materials needed by the bookkeeper for the audit and Hansell is behind on delivering them. He does not yet have a deadline from the auditor so this doesn’t seem to be a problem yet. Hansell reviewed a property call regarding a potential sewerage spill. It turned out to be negative but it was a good exercise with Roto-Rooter to see their response time and protocol.

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8. Reports on Outside Meetings:

- a. SASM Board Meeting – Gainer stated that the meeting was extremely short. The board voted on paying the engineer’s for the SASM project additional fees for revising the bid materials. He explained the changes that are being implemented in the new bid materials. Gainer also said that SASM hired a contractor to clean out the overflow ponds.
Kennedy mentioned that she has not had a tour of the facility. Hansell said he would request one for Kennedy and Nash.
- b. District Managers’ Meeting – No report (September meeting was canceled.)

9. Future Agenda Items:

- a. Gainer requested further discussions with County Counsel on holding realtors responsible for inspections.

10. Directors’ Open Time:

- a. Bosenko asked Gainer whether he will be finishing his term. Gainer said he hopes to do that.
- b. Bosenko asked if the proclamations for Femenia and Bransgrove had been delivered. Hansell confirmed that Femenia’s had been delivered but Bransgrove’s was pending the purchase of a frame.
- c. Kennedy asked if a dinner had been arranged for the past directors but Hansell has not been able to schedule one.
- d. Bosenko & Gainer signed the approved checks.

11. Adjournment:

Motion: To adjourn the meeting at approximately 8:35 p.m.
Moved: Kennedy, seconded by Gainer
Vote: Ayes: Unanimous

Minutes respectfully submitted by Bill Hansell.

**THE NEXT REGULAR MEETING WILL BE HELD IN THE
CONFERENCE ROOM OF THE SEWERAGE AGENCY OF
SOUTHERN MARIN, 450 SYCAMORE AVENUE, MILL VALLEY
AT 7:30 P.M., WEDNESDAY, OCTOBER 25, 2017**